

## Pre-Solicitation Notice, Solicitation No. SPL90012R0007

The American Embassy in Warsaw has a requirement to purchase Office Furniture for one of its sections.

The General Services Office intends to issue a Request for Quotation under Simplified Acquisition procedures for Purchase of Office Furniture and award a Fixed-Price Purchase Order for this project. Please note that this is a combined synopsis/solicitation for a commercial item, prepared in accordance with the format FAR 12.6, as supplemented with additional information included in this notice. This announcement constitutes the only solicitation; offers are being requested and a written solicitation will not be issued. The solicitation number is SPL90012R0007 and is issued as a Request for Proposals. The solicitation/contract will include all applicable provisions and clauses in effect through FAC 2005-55. Award will be made to the lowest priced technically acceptable offeror. FAR clause 52.212-4, Contract Terms and Conditions – Commercial items, applies to this acquisition.

The minimum items to be acquired:

<b>Line #</b>	<b>Items</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit</b>
<b>1</b>	Workstation/desk	Modern, open cubicles with minimum of 2 under-desk drawers and filing cabinets each. Spot LED lighting if available.	24	each
<b>2</b>	Print/scan workstation	Will host 10 printers, 1 scanner with under-desk cabinets and drawers	11	each
<b>3</b>	Work station/computer table	Stand-alone work station with under-desk filing cabinets and drawers	4	each
<b>4</b>	Compact storage option for papers, office materials and supplies	for papers, office materials and supplies	15	Each
<b>5</b>	Wardrobe	coat rods, upper fixed shelf	6	Each

All communication, correspondence and documentation must be in English.

Eligible bidders requiring more information or wishing to express their interest in the solicitation should send e-mail to Bogumila Labinska at [LabinskaBB@state.gov](mailto:LabinskaBB@state.gov), using the solicitation number SPL90012R0007 in the subject line.

Offers are due by: 16:00 on 09/26/2012, and must be emailed to [LabinskaBB@state.gov](mailto:LabinskaBB@state.gov), or delivered to:

U.S. Embassy  
Attention: Bogumila Labinska  
Ul. Piekna 14A  
Warsaw 00-539